

	<b>City of Helena</b> <b>Personnel Policy</b>	Policy number	3-3
		Original Adoption	02-09-1987
		Revision #	9
		Last revision date	February 1, 2016
<b>Section Title</b>	<b>Employee Leave Administration</b>		
<b>Subject</b>	<b>Sick Leave Donation</b>		

It is the policy of the City of Helena to allow the donation of sick leave hours for specific cases. Donated sick leave may be requested for emergency and/or unplanned events. Requesting sick leave does not guarantee that it will be granted. Employees must be in good standing and meeting performance expectations to be considered for donations.

#### **Eligible Employees**

Regular Full-Time

Regular Part-Time

#### **City of Helena Sick Leave Donation Policy**

Employees requesting donated sick leave must submit a written request, including reason, to his/her supervisor for approval. The supervisor will submit his/her recommendation to the department head for review. The department head will then recommend approval of or deny the sick leave request. If the department head denies the request, he/she will notify the employee and the Human Resource Director in writing. If the department head recommends approval of the request, the recommendation will be put in writing and submitted to the Human Resource Director for final review and submission to the City Manager for final approval or denial.

Donations of sick leave are solicited from all City employees on a strictly volunteer basis or through excess vacation leave donations. The resulting leave balance is available to approved individuals for missed work hours for the specific event in which the donation was requested and approved. Donated sick leave is not added to the employees normal sick leave balance; it is only processed by payroll each applicable pay period needed. The department employing the employee shall pay all costs of the use of donated sick leave.

Excess vacation leave donations will only be processed shortly after March 31st of each year. All solicited donations given by employees will be for the specific person making the request. Donations are not deducted from the employee making the donation until the time is needed. Donations are tracked and hours used are split by those on the donation list and will be matched (up to the maximum in the policy) by the sick leave bank until the banked hours are depleted.

#### **Donations for Employee, Spouse or Child**

Donations are voluntary and must be submitted in writing using a standard form from the Human Resources Office. The form will indicate the donating employee's name, department and the number of hours being donated up to a maximum of sixteen (16) hours.

The individual for whom the fund is created must be unable to work (unless for spouse or child), have lost no less than eighty (80) consecutive working hours, or otherwise demonstrate a serious illness or injury, and be ineligible for retirement through a medical disability or for workers compensation because of a job-related illness or injury. The individual must have exhausted all personally accrued sick leave, vacation leave, banked holiday leave, and compensatory time before being eligible for donated time. Employee is not required to use banked holiday hours for holidays that have not occurred. The employee must have worked for the city for a minimum of 12 months to be eligible for donated sick leave.

The amount of sick leave donated to an individual cannot exceed 240 hours in a twelve month period for a full time employee. The maximum amount will be prorated for part-time employees based on the number of hours a person is regularly scheduled to work in a pay period. (E.g.: Employee works 20 hours a week, will be eligible for 120 hours of donated time)

Donations will be taken only once for each case in a twelve (12) month period beginning with the utilization of the first day of donated sick leave.

Employees donating sick leave must have met the 90-day qualifying period and retain a minimum balance of 80 hours of sick leave after the donation.